

United States Department of Defense (DoD)

Acquisition Workforce Demonstration Project (AcqDemo)

**Contribution-based Compensation and Appraisal System Software
(CAS2Net)**



Subcontract Number 0262X-14-007
Task Order 006 – AcqDemo Analytics

CMS SPREADSHEET USER GUIDE (CMSUG)

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Prepared for:

United States Department of Defense (DoD)
Acquisition Workforce Demonstration Project (AcqDemo)

Prepared by:
Red Gate Group/GDIT

AcqDemo Contribution Management System (CMS) Spreadsheet (2018) Description

November 2018

The Contribution Management System (CMS) spreadsheet is a Microsoft Excel macro-enabled workbook called *CMS 2018 v2.0.xlsm* consisting of 10 tabbed worksheets.

The workbook may be downloaded from the Pay Pool Notices section of CAS2Net located at <https://acqdemoii.army.mil/cac/cas2net>. The workbook is initially blank and must be populated with data by importing a file. CAS2Net, a database application written in Oracle, creates the import files. ***Any time a file is imported into the workbook, all existing data are cleared and replaced with data from the imported file.*** The 10 tabbed worksheets are described in this document in the order in which they appear along the bottom of the workbook.

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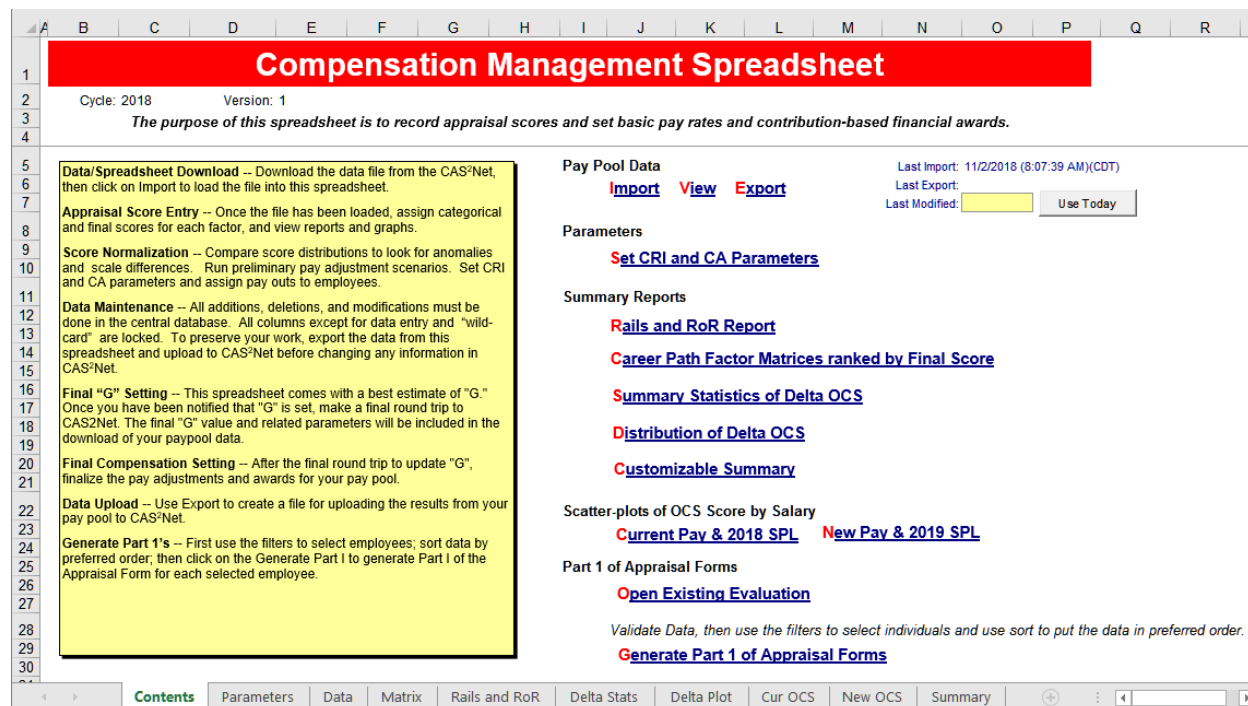
The views, opinions, and findings contained in this document are those of the authors and should not be construed as an official Department of Defense position, policy, or decision unless so designated by other official documentation.

Changes for 2018

- Reduced number of factor ratings from 6 to 3. The new rating categories are **Job Achievement and/or Innovation, Communication and/or Teamwork** and **Mission Support**.
- Added Performance Appraisal Quality Level (PAQL) ratings. Valid rating are **1 – Unacceptable, 3 – Fully Successful** and **5 – Outstanding**.
- Added new column for **Temporary Promotions**. Values are Yes or an empty cell.
- Added **Rating of Record** and **Previous Rating of Record** columns as well as a **Raw Average Rating** column. Rating of Record is calculated from the new **PAQL** values.
- Added a New button in the Add-ins menu called **Temp Promotion**. It is very similar to **Grievance** mode in that it unlocks the CMS and allows editing of almost all columns on the Data sheet.

Contents

The “Contents” worksheet, shown below, is the first sheet you will see after you open the workbook and activate the macros. It provides a brief description of the workbook, its purpose, and contents. The right side of the sheet helps you import and export files, navigate around the workbook, and generate Part I of the Appraisal Forms. The cycle year is displayed in the upper left corner just below the red title bar. The date and time of the last import and export of files into and out of the workbook are shown in the upper right corner.



Pay Pool Data

Clicking on the “Import” link, or on the “Import” button on the custom toolbar located just below the normal Excel toolbar, will allow you to import a data file into the workbook. You will be prompted to select the data file you want to import from the same file folder as the CMS. Once you have selected the file, it will take the workbook up to several minutes (depending on the size of your file) to import the data and run the many macros required to format it properly. You can only import files that have been specifically formatted for import into the workbook by CAS2Net. These files will automatically have been named *ppXXXX_to_CMS.csv*, where XXX is your four-digit pay pool number. See the CAS2Net User Guide for more information on creating an import file.

Clicking on the “View” link will take you to the tabbed worksheet called “Data” that is described later in this document. This is where you will do all appraisal score entry and compensation adjustments.

At the end of the pay pool process, clicking on the “Export” link (or the “Export” button on the custom toolbar) will allow you to export a data file from the workbook. You will be prompted to confirm the export and to select the location where you want the exported file saved. The

workbook will automatically assign the file name *ppXXXX_to_master.csv*. This file is specifically formatted to upload CMS data to CAS2Net. It is also formatted for import into the Pay Pool Analysis Tool (PAT).

Parameters

Clicking on the “Set CRI and CA Parameters” link takes you to the tabbed worksheet called “Parameters”, which is described later in this document.

Summary Reports

Clicking on the “Rails Report” link takes you to the tabbed worksheet called “Rails” that is described later in this document.

Clicking on the “Career Path Factor Matrices ranked by Final Score” link takes you to the tabbed worksheet called “Matrix” that is described later in this document.

Clicking on the “Summary Statistics of Delta OCS” link takes you to the tabbed worksheet called “Delta Stats” that is described later in this document.

Clicking on the “Distribution of Delta OCS” link takes you to the tabbed worksheet called “Delta Plot” that is described later in this document.

Clicking on the “Customizable Summary” link takes you to the tabbed worksheet called “Summary” that is described later in this document.

Scatter Plots of OCS Score by Salary

Clicking on the “Current Pay & 2018 SPL” link takes you to the tabbed worksheet called “Cur OCS” that is described later in this document.

Clicking on the “New Pay & 2019 SPL” link takes you to the tabbed worksheet called “New OCS” that is described later in this document.

Part I of Appraisal Forms

Clicking on the “Open Existing Evaluation” link allows you to open a file of appraisal forms that you previously created and saved. You will be prompted to specify the file you wish to open. You can switch back and forth between the forms and the main workbook by using the “Windows” drop-down menu at the top of the Excel tool bar.

Clicking on the “Generate Part I of Appraisal Forms” link will allow you to create a file of appraisal forms, which are described later in this document. Before generating the forms, you can use the filters on the “Data” worksheet to select the set of employees for whom you want forms. You can also use the sort button on the “Data” worksheet to place the employees in the order you want the

forms generated. You will be asked to specify where you want the file saved. A generic file name is assigned, but you can change it prior to saving.

Forms are generated in batches of up to 200. The first batch is named ***Form_1.xls***, the second batch is named ***Form_201.xls***, etc. Depending on how many employees you have selected, it may take several minutes for Excel to generate the forms. If you receive an “Out of Memory” error during the generation of the forms, close any other applications that are open on your computer and try again. Once the forms are generated, you will be asked if you want to print them immediately. If you say “NO” you will be able to view the forms and print them individually or as a group. The first worksheet in the forms workbook is a list of the employees and the tab number at which their form is located. You can switch back and forth between the forms and the main workbook by using the “Windows” drop-down menu at the top of the Excel tool bar.

Parameters

| | | | | | | | | | | | | | | | | | |
|--|---------------|--------------------|--|----------------|---------------|-----------------|--|-----------------------------------|----------|----------|---------|----------------------|----------|------------------------|----------|---|--|
| GPI (G)% | 1.40 | | | | | | | | | | | | | | | | |
| GS-1/step1 pay (19) | \$ 19,048 | | | | | | | | | | | | | | | | |
| GS-1/step1 pay (18) | \$ 18,785 | Cash Amount | Plus Unused GPI | | | | | | | | | | | | | | |
| CRI% | 2.260000% | \$74,434 | \$80,665 | | | | | | | | | | | | | | |
| CRI Set-Aside ⊕ % ⊖ \$ | 0.000000% | \$0 | | | | | | | | | | | | | | | |
| Award% | 1.000000% | \$38,005 | | | | | | | | | | | | | | | |
| Award Set-Aside ⊕ % ⊖ \$ | 0.000000% | \$0 | | | | | | | | | | | | | | | |
| Beta 1 (CRI) | 0 | | | | | | | | | | | | | | | | |
| Beta 2 (Award) | 1 | | | | | | | | | | | | | | | | |
| Minimum CRI Dollar Amount | \$0 | | | | | | | | | | | | | | | | |
| Minimum CRI Carryover Amt | \$0 | | | | | | | | | | | | | | | | |
| Minimum Award Dollar Amount | \$0 | | | | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>GPI (G) Carry Over</td> <td style="text-align: right;">\$ 6,231</td> </tr> <tr> <td>CRI Remainder</td> <td style="text-align: right;">\$ 16</td> </tr> <tr> <td>Award Remainder</td> <td style="text-align: right;">\$ 19</td> </tr> <tr> <td>Alpha 1</td> <td style="text-align: right;">0.2296</td> </tr> <tr> <td>Alpha 2</td> <td style="text-align: right;">0.0650</td> </tr> <tr> <td>Minimum CRI Budget %</td> <td style="text-align: right;">2.0</td> </tr> <tr> <td>Minimum Award Budget %</td> <td style="text-align: right;">1.000000</td> </tr> </table> </div> <div style="width: 50%;"> <div style="text-align: center; margin-bottom: 10px;"> <div style="display: inline-block; border: 1px solid black; padding: 2px;">Beta 1</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">Beta 2</div> </div> <div style="display: flex; justify-content: space-around; font-size: small;"> <div style="text-align: left;"> 1= Upper Rail 0= SPL -1= Lower Rail </div> <div style="text-align: left;"> 1= Upper Rail 2% = 2% above SPL 1% = 1% above SPL 0= SPL -1= Lower Rail </div> </div> </div> </div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> Use Control Points </div> | | GPI (G) Carry Over | \$ 6,231 | CRI Remainder | \$ 16 | Award Remainder | \$ 19 | Alpha 1 | 0.2296 | Alpha 2 | 0.0650 | Minimum CRI Budget % | 2.0 | Minimum Award Budget % | 1.000000 | <div style="border: 1px solid black; padding: 5px; font-size: small; margin-top: 10px;"> Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Check box if this is your organization's first cycle in AcqDemo </div> | |
| GPI (G) Carry Over | \$ 6,231 | | | | | | | | | | | | | | | | |
| CRI Remainder | \$ 16 | | | | | | | | | | | | | | | | |
| Award Remainder | \$ 19 | | | | | | | | | | | | | | | | |
| Alpha 1 | 0.2296 | | | | | | | | | | | | | | | | |
| Alpha 2 | 0.0650 | | | | | | | | | | | | | | | | |
| Minimum CRI Budget % | 2.0 | | | | | | | | | | | | | | | | |
| Minimum Award Budget % | 1.000000 | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Award Funding</td> <td colspan="2" style="text-align: center;">CCAS Award</td> </tr> <tr> <td style="text-align: right;">Funding Amount</td> <td style="text-align: right;">\$42,228</td> <td style="text-align: right;">Spending</td> <td style="text-align: right;">Balance</td> </tr> <tr> <td style="text-align: right;">90% of Award Funding</td> <td style="text-align: right;">\$38,005</td> <td style="text-align: right;">\$37,986</td> <td style="text-align: right;">\$19</td> </tr> </table> | | | | | Award Funding | CCAS Award | | Funding Amount | \$42,228 | Spending | Balance | 90% of Award Funding | \$38,005 | \$37,986 | \$19 | | |
| | Award Funding | CCAS Award | | | | | | | | | | | | | | | |
| Funding Amount | \$42,228 | Spending | Balance | | | | | | | | | | | | | | |
| 90% of Award Funding | \$38,005 | \$37,986 | \$19 | | | | | | | | | | | | | | |
| <p>Section below is informational only. If your pay pool has an annual Award budget to stay under, enter the % in the yellow cell below. Cell E39 will show the remaining amount that can be spent outside the CAS2Net system.</p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Pay Pool Limit</td> <td style="width: 20%; text-align: center; background-color: yellow;">1.00%</td> <td style="width: 20%; text-align: center; background-color: #d4edda;">\$4,242</td> <td style="width: 30%;">Additional cash awards allowed in 2019 to stay within the 1.00% funding.</td> </tr> <tr> <td>Total to spend for limit of 1.00%</td> <td style="text-align: center; background-color: white;">\$42,228</td> <td></td> <td></td> </tr> </table> | | | | Pay Pool Limit | 1.00% | \$4,242 | Additional cash awards allowed in 2019 to stay within the 1.00% funding. | Total to spend for limit of 1.00% | \$42,228 | | | | | | | | |
| Pay Pool Limit | 1.00% | \$4,242 | Additional cash awards allowed in 2019 to stay within the 1.00% funding. | | | | | | | | | | | | | | |
| Total to spend for limit of 1.00% | \$42,228 | | | | | | | | | | | | | | | | |

This worksheet is where the pay pool manager sets the parameters that define the pay adjustment scenario for the pay pool. The first three and the last seven lines in the table (in white) are for information only and are not adjustable by the pay pool manager.

CRI % - The pay pool's overall CRI budget, expressed as a percent of total annual base pay in the pay pool as of 30 September 2018. This value must be at least 2.0 percent, which is also the default value. The two cells to the right of the percent show the dollar amount of the resulting CRI budget, and the enhanced CRI budget including unspent GPI money. For retained pay employees, the pay band maximum is used in the sum of the base pay.

Check box if this is your organization first year in AcqDemo – If this box is checked the maximum CRI% increases from 2.26% to 2.4% (and the minimum CA award percentage the first year is 1.3%).

CRI Set-Aside - The percent of the pay pool's overall CRI budget that is set aside for discretionary allocation by the pay pool manager. The default is 0.0 percent. You have the option of entering this value as a percent or dollar amount. The default algorithm built into the spreadsheet allocates the remaining budget.

Award % - The pay pool's overall CA budget, expressed as a percent of total annual adjusted base pay in the pay pool as of 30 September 2018. This value will be 1% this year (with the possible exception of a few bargaining unit pay pools). In accordance with the AcqDemo **Federal Register** announcement, the value specified here is automatically multiplied by .9 to establish the CMS award budget used in the workbook. The other 10 percent of the award funding is reserved for non-CMS awards throughout the year. The cell to the right of the percent show the dollar amount of the resulting CMS CA budget. For retained pay employees, the adjusted base pay band maximum is used in the sum of the base pay.

Award Set-Aside - The percent of the pay pool's overall CA budget that is set aside for discretionary allocation by the pay pool manager. The default is 0.0 percent. You have the option of entering this value as a percent or dollar amount. The default algorithm built into the spreadsheet allocates the remaining budget.

Beta 1 (CRI) – Establishes target pay for CRI allocation as follows:

- 1 = upper rail
- 0 = SPL (default value)
- 1 = lower rail

Beta 2 (CA) – Establishes target pay for CA allocation as follows:

- 1 = upper rail
- 0 = SPL (default value)
- 1 = lower rail

Minimum CRI Dollar Amount – Any calculated CRI amounts below this minimum will be set to zero and the money added to the discretionary CRI remainder for allocation to other employees. The default is \$0.

Minimum CRI Carryover Amount – Any calculated CRI carryover award amounts below this minimum will be set to zero. The default is \$0.

Minimum Award Dollar Amount – Any calculated CA amounts below this minimum will be set to zero and the money added to the discretionary CA remainder for allocation to other employees. The default is \$0.

Use Control Points – If this box is unchecked the two Control Point columns (CS and CT) on the Data sheet will be hidden. Any Control Point amounts in column CS will be cleared. Checking this box will make the Control Point columns visible. Checked is the default value.

Award Funding Summary Per the requirements of the Federal Register, only 90% of an organization's award money can be spent on CA. What the CMS does is to multiply the CA funding percentage you input on the parameters tab by 0.9 to compute the CA funding. The other 10% ends up in the green cells. This dollar amount is what is left for spot awards and special act awards.

Also shown in the graphic above are links from this worksheet back to the Main Menu(Contents) (“Return to Main Menu” button) tab and to the Data tab (“Return to Data”). There is also a button to reset all parameters to their default values “Reset to Default Values”

Note that the parameter settings on this worksheet are included in the export file that is used to upload data to CAS2Net. The parameters are stored in CAS2Net and are exported back to the spreadsheet. Therefore, even if you import the file into an “empty” workbook, it will start off with the parameters you last uploaded to CAS2Net.

Data

This is the main worksheet in the workbook. It contains all of the data and is where individual contribution factor scores and compensation adjustments are recorded. The worksheet contains 114 visible columns that are each described in the table at the end of this section.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|----|-------------------------------------|------------|---------------------------------|--------|------------|----------|---------------|------------|---------------------|---------------|-------------|-----------------|------------|-----------------|------------------------|---------------|---------------|--|-----------------------------------|
| 1 | Return to Main Menu | | Edit Parameters | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | |
| 4 | Goto Scores GPI | | | | | | | | | | | | | | | | | | |
| 5 | CRI Awards | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | |
| 9 | Last Name | First Name | Middle Initial | Suffix | CAS2Net ID | Pay Pool | Office Symbol | Wildcard 1 | Presumptive Status? | Retained Pay? | Career Path | Broadband Level | Occ Series | CY2018 Base Pay | Retable Temp Promotion | Locality Code | Locality Rate | CY2018 Pay Used in CRI and CA Calculations | Used in Award Funding Limitations |
| 10 | | | | | | | | | | | | | | | | | | | |
| 11 | Burns | Barry | | | 1843 | AMC/LH | AMC/LHACA | a | 0 | 0 | NH | 2 | 1515 | \$50,568 | | LA | 30.57% | \$50,568 | \$68,02 |
| 12 | Michelson | Nancy | | | 1472 | AMC/LH | AMC/LHXT | a | 0 | 0 | NH | 4 | 0830 | \$106,788 | | LA | 30.57% | \$106,788 | \$139,4 |
| 13 | Harris | Henry | | | 26 | AMC/LH | AMC/LHADA | a | 0 | 0 | NH | 2 | 0830 | \$66,309 | | LA | 30.57% | \$66,309 | \$86,56 |
| 14 | Martinez | Mary | | | 31 | AMC/LH | AMC/LHADB | a | 1 | 0 | NH | 3 | 0830 | \$86,340 | | LA | 30.57% | \$86,340 | \$112,7 |
| 15 | Artis | Amy | | | 19 | AMC/LH | AMC/LHXTA | a | 0 | 0 | NH | 2 | 0318 | \$62,237 | | ZX | 15.37% | \$62,237 | \$71,86 |
| 16 | Sorenson | Sarah | | | 36 | AMC/LH | AMC/LHAC | a | 0 | 0 | NH | 3 | 1515 | \$75,392 | | ZX | 15.37% | \$75,392 | \$86,96 |
| 17 | Zurbriggen | Zack | | | 42 | AMC/LH | AMC/LHXTA | a | 3 | 0 | NH | 2 | 0346 | \$60,015 | | LA | 30.57% | \$60,015 | \$78,36 |
| 18 | Udell | Vincent | | | 13 | AMC/LH | AMC/LHADB | a | 0 | 0 | NH | 3 | 0850 | \$80,257 | | ZX | 15.37% | \$80,257 | \$92,55 |
| 19 | Babbitt | Chris | | | 15 | AMC/LH | AMC/LHXTA | a | 0 | 0 | NH | 3 | 0803 | \$92,387 | | LA | 30.57% | \$92,387 | \$120,6 |
| 20 | Celon | Connie | | | 21 | AMC/LH | AMC/LHACA | a | 0 | 0 | NH | 3 | 0334 | \$75,000 | | LA | 30.57% | \$75,000 | \$97,92 |
| 21 | Evans | Francis | | | 5 | AMC/LH | AMC/LHXT | a | 0 | 0 | NH | 4 | 0830 | \$122,065 | | LA | 30.57% | \$122,065 | \$159,3 |
| 22 | Gonzalez | Helen | | | 6 | AMC/LH | AMC/LHAC | a | 0 | 0 | NH | 4 | 0340 | \$125,108 | | LA | 30.57% | \$125,108 | \$163,3 |
| 23 | Iverson | John | | | 7 | AMC/LH | AMC/LHAD | a | 0 | 0 | NH | 4 | 0830 | \$133,009 | | LA | 30.57% | \$133,009 | \$164,2 |
| 24 | Quarles | Richard | | | 11 | AMC/LH | AMC/LHACB | a | 0 | 0 | NH | 3 | 0830 | \$95,482 | | LA | 30.57% | \$95,482 | \$124,6 |
| 25 | Stewart | Tammy | | | 12 | AMC/LH | AMC/LHADA | a | 0 | 0 | NH | 3 | 0830 | \$66,270 | | LA | 30.57% | \$66,270 | \$86,52 |
| 26 | Evans | Erin | | | 23 | AMC/LH | AMC/LHACB | b | 0 | 0 | NH | 3 | 0830 | \$67,290 | | LA | 30.57% | \$67,290 | \$87,86 |
| 27 | Farnsworth | Fred | | | 24 | AMC/LH | AMC/LHACB | b | 0 | 1 | NH | 1 | 0830 | \$41,000 | | ZX | 15.37% | \$33,629 | \$38,75 |

The upper left corner of the worksheet contains links to the Main Menu (Contents), (“Return to Main Menu”) and Parameters (“Edit Parameters”) tabs, and to the various sections of this worksheet used to enter scores, set GPI, set CRI, and set awards (CA) if applicable. You can quickly return to the upper left corner of this or any other worksheet by holding down the <Ctrl> key and pressing <Home>. From the “Add-Ins” tab, fifteen buttons on the custom toolbar at the top of this worksheet perform the following functions:



Import – Use import to load a data file into the workbook.

Export – Use export to create a data file for uploading the results to CAS2Net.

Hide Column – The user may hide columns from view by selecting any cell in the columns to be hidden and then clicking on this button. Single columns are selected by clicking on any cell in the

column. Multiple columns are selected by holding down the <Ctrl> key while clicking on any cells in the columns. A range of columns is selected by clicking and dragging across any row of cells in the range of columns. The first two columns (A and B) cannot be hidden.

Unhide Column – Clicking this button will unhide columns you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific column or range of columns by highlighting cells in the columns on either side of the hidden column or range of columns, and then clicking this button.

Unhide All Columns – This button restores to view hidden columns.

Hide Row – The user may hide rows from view by selecting any cell in the row or rows to be hidden and then clicking on this button. A single row is selected by clicking on any cell in the row. Multiple rows are selected by holding down the <Ctrl> key while clicking on any cells in the rows. A range of rows is selected by clicking and dragging up or down any column of cells.

Unhide Row – Clicking this button will unhide rows you have just hidden *as long as you have not moved the cursor*. You can also unhide a specific row or range of rows by highlighting cells in the rows on either side of the hidden rows or range of rows, and then clicking this button.

Unhide All Rows – This button restores to view all hidden rows.

Each column heading contains a **filter** arrow for the column. Clicking on the filter arrow brings up a list of all of the values in the column, plus the following other choices: All, Top 10, Custom, Blanks, and Non-Blanks. The user can limit which rows are displayed by filtering on specific values in one or more columns. For example, the display could be limited to only NH-4 employees by filtering on “NH” in column K and “4” in column L. When a filter is active, the filter arrow turns blue. A filter may be de-activated by selecting “All” under the filter choices. Blanks and Non-Blanks may also be used for filtering. For example, to identify employees who do not yet have numerical scores on a particular factor, select “Blanks” in the filter for the factor score column. The “Top 10” choice displays the ten highest values in a column – it can only be used with numerical data. The “Custom” choice allows the user to design more complex filter criteria.

Clear All Filters – This button clears all filters you have set, including filters on worksheets other than the one you are currently on. **You cannot import data into the workbook with filters set, so any time you click the “Import” link on the Contents sheet all filters are automatically cleared.**

Sort – Allows the user to sort the rows in the worksheet by any combination of up to three columns. Sorts may be in either ascending or descending order. The sorts are specified using the standard Excel sort function.

Output Charts – Brings up a user form that allows output of any/all charts in the CMS spreadsheet either into Excel or PowerPoint format. This is the safest way to output charts from the CMS spreadsheet, as employee’s data is not included with the chart. Charts are copied/pasted as images not as Excel objects.

Validate (next row) – Checks the internal consistency of data entered in the worksheet and circles inconsistent entries in red. For example, a numerical factor score that is outside the allowable range for the corresponding category score would be circled. Also, a discretionary GPI value that exceeds the maximum allowable amount would be circled. A red flag appears at the top of each column that contains a red circle to help you quickly locate the circles. You cannot run validation while rows or columns are hidden or filters are set – if you do, you will get a warning message reminding you to unhide all columns and rows and clear all filters before running the validation macro.

Clear Circles – After clicking on the “Validate” button and correcting any highlighted inconsistencies, this button removes all red circles. You can also click on the Validate button again to clear the circles and keep any you have missed fixing.

Highlight – This button allows you to change the background color of any selected cell or range of cells. To remove the highlighting, select the cell or range of cells again, click the highlight button, and choose the white background.

Column Widths – Clicking this button will bring up a form that allows changing the column width of the eight Wildcard column.

Across the top of the spreadsheet are various **totals** to assist users in understanding how the worksheet is allocating the GPI, CRI, and CA budgets. Each total is clearly labeled.

Also, until all employees in the workbook have valid OCS scores, the following warning appears twice above the pay adjustment section of the Data worksheet.

Warning: Pay adjustments are incorrect because some scores are missing!

Once all employees have valid scores, the warning disappears. This is to prevent pay pool managers from thinking their pay adjustments are final while scores are still missing. ***Even one missing factor score invalidates the pay adjustments for ALL employees in the pay pool.***

There are five open rows colored light blue at the bottom of the worksheet (not visible in the picture on page 9). These rows, which are below all of the data records, provide cells in which the user can enter formulas to compute column statistics (sums, means, counts, etc.). If you want the formulas to be re-applied each time you import data into the spreadsheet, you must include in the formula’s range the row immediately above and below the data range. In other words, if you have 50 records in your spreadsheet, the first record is in row 11 and the last record is in row 60. If you want to compute the average CY 2018 base pay, you would enter the following formula in cell N59: AVERAGE(N10:N58). Now, each time you import a file into the workbook, this formula will be applied to the data in column N, no matter how many records are included in the import. If you only include the data rows in the formula range (N11:N57 in the example), the formula will return a reference error after each import. To preserve formulas in the open rows you must import data into the ***same*** workbook into which you entered the formulas – the formulas in the open rows are not included in the import and export routines.

The first open row can also be used to hide columns. Entering an 'X' in any column, except for the first two, will cause that column to be hidden when the *Hide Columns* button under Add-Ins is clicked. This can be handy, especially for selecting non-adjacent columns that are repeatedly hidden and unhidden.

Data Sheet Column Descriptions

Sources: 1 = Import file (locked in spreadsheet, can be changed in CAS2Net)
 2 = Computed by spreadsheet (locked)
 3 = User entry (shaded below)

| Col | Source | Description |
|-----|--------|---|
| A | 1 | Employee's last name |
| B | 1 | Employee's first name |
| C | 1 | Employee's middle initial |
| D | 1 | Employee's suffix (e.g., Jr, II) |
| E | 1 | Employee's CAS2Net ID number |
| F | 1 | Employee's Pay pool number |
| G | 1 | Employee's office symbol |
| H | 3 | First open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to CAS2Net, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record . The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar. |
| I | 1 | Employee's presumptive status (0 = none, 1 = due to time, compute OCS from SPL and current pay, 2 = due to circumstances, compute OCS from SPL and current pay, 3 = due to circumstances, recertify previous OCS) |
| J | 1 | Retained pay (0 = no, 1 = yes, no CRI, eligible for CA, GPI = half the dollar increase in maximum pay for the employee's broadband and career path) |
| K | 1 | Career path (NH = Business Management and Technical Management Professional, NJ = Technical Management Support, NK = Administrative Support) |
| L | 1 | Broadband level (1, 2, 3, or 4) |
| M | 1 | Occupational series |
| N | 1 | CY 2018 annual basic pay rate |
| O | 1 | "Yes" if employee is on a Ratable Temporary Promotion |
| P | 1 | Locality pay area code |
| Q | 2 | Locality rate |
| R | 2 | Base pay equal to column O, except for retained pay employees it will equal the pay band maximum. Used to calculate the CRI funding pot. |
| S | 2 | Adjusted base pay that is used to calculate Award Funding Limit on the Parameters sheet. |
| T | 1 | OCS from the previous cycle |
| U | 1 | Rating of Record from the previous cycle |
| V | 1 | Start date – the date the employee first entered AcqDemo. This date does NOT change when employees move from one AcqDemo pay pool to another. |

| Col | Source | Description |
|-----|--------|---|
| W | 3 | Override the default CRI algorithm (0 = no, 1 = yes). Used to identify employees leaving the demonstration or being promoted after closeout of the appraisal period so they do not receive default CRI. They still receive GPI and are eligible for discretionary CRI. |
| X | 3 | Override the default CA algorithm (0 = no, 1 = yes). Used to identify employees leaving the demonstration or being promoted after closeout of the appraisal period so they do not receive default CA. They still receive GPI and are eligible for discretionary CA. |
| Y | 3 | For employees who are at a pay cap, a value of 0 will not carryover any money to an award, a value of 1 will carryover CRI to an award. A value of 2 will rollover any CRI money to an award regardless of pay caps |
| Z | 1 | Name of the employee's first level supervisor |
| AA | 1 | Managers meeting identifier. This can be the name of the manager who will chair the managers meeting at which the employee's contribution scores will be assigned, or it could be an organization code or other identifier for a group of employees. CAS2Net can export separate files for each unique identifier in this column. |
| AB | 1 | Name of the employee's pay pool manager. This name will appear on Part I of the CMS Salary Appraisal Form given to the employee. |
| AC | 3 | Optional Name/title that will appear under the first signature line below the pay pool manager's name on Part I of the CMS Salary Appraisal Form given to the employee. |
| AD | 3 | Text that will appear in the "Remarks" block on Part I of the CMS Salary Appraisal Form given to the employee. Limited to approximately 950 characters. |
| AE | | Marks the start of the appraisal score section of the spreadsheet |
| AF | 3 | Category score for contribution factor "Job Achievement and/or Innovation". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected, do not use the delete key to remove them because this disables the corresponding numerical score drop down list. If you want to remove a category score, select the first (blank) entry on the drop down list. |
| AG | 3 | Category score for contribution factor "Communication and/or Teamwork". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected, do not use the delete key to remove them because this disables the corresponding numerical score drop down list. If you want to remove a category score, select the first (blank) entry on the drop down list. |

| Col | Source | Description |
|-----|--------|---|
| AH | 3 | Category score for contribution factor "Mission Support". Categories are selected from a drop down list by first clicking in the cell and then clicking on the down arrow. Only categories appropriate to the employee's career path are displayed. If the import file contains this score, it will appear in the spreadsheet. Once category scores are selected, do not use the delete key to remove them because this disables the corresponding numerical score drop down list. If you want to remove a category score, select the first (blank) entry on the drop down list. |
| AI | 3 | Final numerical score for contribution factor "Job Achievement and/or Innovation". If a category score for this factor was entered, the numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow; only numbers appropriate to the category are displayed. If no category score was entered, the entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet. |
| AJ | 3 | Final numerical score for contribution factor "Communication and/or Teamwork". If a category score for this factor was entered, the numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow; only numbers appropriate to the category are displayed. If no category score was entered, the entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet. |
| AK | 3 | Final numerical score for contribution factor "Mission Support". If a category score for this factor was entered, the numerical score is selected from a drop down list by first clicking in the cell and then clicking on the down arrow; only numbers appropriate to the category are displayed. If no category score was entered, the entire range of numerical scores for the employee's career path is displayed in the drop-down list. If the import file contains this score, it will appear in the spreadsheet. |
| AR | 3 | Second open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to the Oracle application, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record . The formula is only saved if you import back into the same spreadsheet you used to do the export. |
| AS | 3 | Third open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to the Oracle application, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record . The formula is only saved if you import back into the same spreadsheet you used to do the export. You can |

| Col | Source | Description |
|-----|--------|---|
| AT | 2 | Expected OCS, computed from CY2018 basic pay and the formula for the Standard Pay Line (SPL). |
| AU | 2 | Expected OCS Range, computed from the 2018 lower rail and upper rail pay and the Standard Pay Line (SPL). |
| AV | 2 | 2018 OCS, computed as the weighted average of the 3 numerical factor scores for non-presumptive employees. If any of the <u>final numerical</u> factor scores are blank, this field will be #N/A. For presumptive status = 1 or 2, 2018 OCS is Calculated as Expected OCS = $\frac{\text{LN}(\text{Base Pay} / \text{GS-1step1pay2018})}{\text{LN}(1.0200423)}$. For Presumptive status = 3, last year's score is recertified. |
| AW | 2 | Delta OCS, computed as the difference between Expected OCS (column AT and 2018 OCS (column AV). |
| AX | 2 | Raw average rating, computed as the average of the PAQL ratings (column AL through AN). |
| AY | 2 | Rating of record, values are, 1 – Unacceptable, 3 – Fully Successful and 5 – Outstanding and are derived from the raw average rating (column AX). |
| AZ | 2 | Actual upper rail pay, computed from the employee's OCS and the formula for the upper rail. If OCS is blank, this field will be blank. |
| BA | 2 | Actual lower rail pay, computed from the employee's OCS and the formula for the lower rail. If OCS is blank, this field will be blank. |
| BB | 2 | CRI target pay computed from OCS and the formula for the SPL (if Beta 1 = 0), the upper rail (if Beta 1 = 1), or the lower rail (if Beta 1 = -1). |
| BC | 2 | CA target pay computed from OCS and the formula for the SPL (if Beta 2 = 0), the upper rail (if Beta 2 = 1), or the lower rail (if Beta 2 = -1). |
| BD | 2 | Rail position based on final numerical OCS and current basic pay (A = above the upper rail, B = below the lower rail, C1 = above the SPL but below the |
| BF | 2 | CRI Delta Y = CRI target pay (col BO minus current base pay (col Q)). This is the dollar amount by which the employee is under or over compensated for use |
| BG | 2 | CA Delta Y = CA target pay (col BP minus current base pay (col Q)). This is the dollar amount by which the employee is under or over compensated for use |
| BH | 2 | CA Positive Delta Y = Maximum of CA Delta Y (col BU) and zero. Sets all negative CA Delta Y values to zero for later computations. |
| BI | 2 | CY2019 maximum base pay for the employee's broadband and career path. Based on Table 4 in the AcqDemo <i>Federal Register</i> , updated to reflect the GS |
| BJ | 2 | CY2019 maximum base pay for the employee's broadband and career path. Based on Table 4 in the AcqDemo <i>Federal Register</i> , updated to reflect the GS |

| Col | Source | Description |
|-----------|----------|---|
| BK | 2 | Marks the start of the GPI section of the spreadsheet |
| BL | 2 | G Pot = employee's current base pay (col N) times the G % on the parameter worksheet. For employees who are on retained pay, this value is one-half or 50% of the dollar increase in maximum adjusted base pay for the employee's |
| BM | 2 | Mandatory G = G % from the parameter panel for all employees in zones B and C who are not on retained pay, = blank for all employees in zone A who are not on retained pay. For employees who are on retained pay, regardless of rail |
| BN | 2 | Max discretionary G Amount = G pot (col BL) for all employees with a blank in column BM, = \$0 for everyone else. This is the maximum amount pay pool managers may give employees who are above the upper rail. |
| BO | 2 | Max discretionary G Percent = Max discretionary G Amount divided by current base pay (col N), except for retained pay employees. |
| BP | 2 | Discretionary G Amount = for cells highlighted in yellow only, the pay pool manager may enter amounts up to the value in column BL. Amounts must be entered as whole dollars only – if the amounts are computed in a wildcard. |
| BQ | 3 | Discretionary G Percent = Discretionary G Amount divided by current base pay (col N). |
| BR | 2 | G\$ = Current base pay (col N) times (Mandatory G% (col BM) plus Discretionary G% (col BN)). This is the total GPI each employee will receive starting in January 2019. |
| BS | 3 | Fourth open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to the Oracle application, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record . The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar. |
| BT | 2 | Calculated sum of the 2018 Base Pay (col N) and the Final G amount (col BR). |

| Col | Source | Description |
|-----------|----------|---|
| BU | 2 | Marks the start of the CRI section of the spreadsheet. |
| BV | 2 | Default CRI computed by the Alpha1*DeltaY algorithm and parameters specified on the parameter worksheet. See the end of this table for an explanation of the algorithm. |
| BW | 3 | Discretionary CRI input by the pay pool manager. Only yellow cells are eligible for input. The cell at the top of the column shows the available balance - it is shaded green as long as the balance is positive, but turns red when the balance becomes negative. Amounts must be entered as whole dollars only – if the amounts are computed in a wildcard column and then copied and pasted into this column, they must be rounded to whole dollars before being copied. Note that even if you specify zero discretionary set-aside on the parameter worksheet you might have a small positive discretionary CRI balance due to the truncation of cents when computing CRI amounts. The balance could be even larger if you set a CRI dollar minimum because any CRI amounts truncated to zero because they fall below the minimum will be added to the discretionary CRI balance. |
| BX | 2 | Computed CRI = sum of Default and Discretionary CRI. |
| BY | 2 | Computed CRI % = Computed CRI (col CL) divided by current base pay (col N). |
| BZ | 2 | Computed Base Pay 2019 = Current base pay (col N) plus G \$ (col BR) plus computed CRI (col BY). This will be the employee's new base pay unless one or more of the following pay caps are exceeded. |
| CA | 2 | Max allowable CRI % = 0.0% if employee is in zone A, 6.0% if in zone C, 20.0% if in zone B. A possible pay cap. (Note: CRI above 20% requires a waiver that must be processed through service channels outside of the CMS software and data flow system). |
| CB | 2 | Allow to Exceed 20% Limit = a value of 0 does not allow the employee's Max Allowable CRI to exceed 20%. A value of 1 allows the employee's base pay to exceed 20%. |
| CC | 2 | CY2019 Upper Rail Pay = computed from the formula for the CY2019 upper rail and the employee's OCS. A possible pay cap. |
| CD | 2 | CY2019 Lower Rail Pay = computed from the formula for the CY2019 lower rail and the employee's OCS. Six percent above this number is a possible pay cap for employees in zone B. |
| CE | 3 | Control Point = A possible pay cap. This value must be above the current rate of base pay + GPI \$ (col CH) and below the maximum of the employees Broadband and Career Path (col BX). |

| Col | Source | Description |
|-----|--------|--|
| CF | 3 | Allow Over Control Point = a value of 0 does not allow the employee's maximum pay to exceed the amount in col CE (Control Point). A value of 1 allows the employee's base pay to exceed the amount set in col CE. |
| CG | 2 | <p>Max Base Pay in 2019 = considering all of the possible pay caps, this is the most the employee can earn (base pay) in 2019.</p> <p>For Retained Pay = 0, the maximum base pay allowed equals the minimum of</p> <ul style="list-style-type: none"> • Current base pay (col N) plus G \$ (col BR) plus max allowable CRI • CY2019 maximum base pay (col BX) • CY2019 Upper Rail Pay (col CC) (except for Category 3 and 8 which uses 1.06 * CY2019 Lower Rail Pay (col CD)) • Control Point amount in column CE <p>For Retained Pay = 1, the maximum base pay allowed equals current base pay (col N) plus G \$ (col BR)</p> |
| CH | 2 | Approved CRI \$ = New Base Pay 2019 minus G increase minus 2019 base pay. Final CRI dollar amount after all pay caps are applied. |
| CI | 2 | New Base Pay in 2019 = smaller of computed base pay 2019 and max base pay 2019. <i>This will be the employee's new base pay rate for 2019.</i> |
| CJ | 3 | Fifth open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to the Oracle application, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar. |
| CK | 2 | Marks the start of the Locality Pay section |
| CL | 1 | Locality Code = Code from DCPAS that indicates employee's Locality Code |
| CM | 2 | Locality Rate = Percentage employee receives in Locality Pay |
| CN | 2 | Initial Locality Pay Amount = Employee's New Base Pay * Locality Rate |
| CO | 2 | New Base Pay + Locality = New Adjusted Pay before EXIV cap is applied |
| CP | 2 | Hit EXIV Cap = Flag that indicates New Base Pay + Locality exceeds EXIV cap |
| CQ | 2 | Final Base Pay + Locality = Employee's Adjusted Pay for 2019 |
| CR | 2 | Indicated an employee will no longer have a status of being on retained pay. |

| Col | Source | Description |
|-----|--------|---|
| CS | | Marks the start of the CA section of the spreadsheet |
| CT | 2 | Carryover award = if Col Y is set to 1, this column contains automatic awards |
| CU | 2 | CA Positive DeltaY = a repeat of column BI |
| CV | 2 | CA computed by the Alpha2*DeltaY algorithm and parameters specified in the parameter panel. See the end of this table for an explanation of the algorithm. Note that if you set aside discretionary CRI money, the amount will also be added to your CA budget until you allocate the discretionary CRI. As you allocate it, the money will be deducted from your CA budget. |
| CW | 3 | Discretionary CA input by the pay pool manager. Only yellow cells are eligible |
| CX | 2 | Total Award = sum of carryover award (col CT), computed award (col CV), and |
| CY | 3 | Sixth open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to the Oracle application, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar. |
| CZ | 2 | Flag (= YES) identifying total awards in excess of \$10,000. These awards |
| DA | 2 | Rating of record = the Rating of Record that will be transmitted to DCPAS |
| DB | 2 | Total New Compensation, computed as New Base Pay plus Total Award. |
| DC | 3 | Seventh open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to the Oracle application, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar. |
| DD | 2 | The employee's expected CY2019 OCS based on his or her base pay for 2019 and the formula for the 2019 SPL. |
| DF | 2 | If this value = 1, the employee must be placed on a CIP. |

| Col | Source | Description |
|------------|----------|--|
| DG | 3 | Eighth open (wildcard) column for pay pool use. Values entered or computed in this column will be saved in any export back to the Oracle application, and will be returned to this worksheet in subsequent imports. However, formulas entered in this column will not be preserved through subsequent export-import cycles unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record. The formula is only saved if you import back into the same spreadsheet you used to do the export. You can change the column heading by clicking in the cell immediately above the heading, using the down arrow to enter the cell, and changing the heading in the formula bar. |
| DH* | 2 | 2019 Expected OCS (from column AT) |
| DI* | 2 | 2019 OCS (from column AV) |
| DJ* | 2 | Delta OCS (from column AW) |
| DK* | 2 | CY2018 Base Pay (from column N) |
| DL* | 2 | G \$ (from column BR) |
| DM* | 2 | Approved CRI (from column CH) |
| DN* | 2 | New Base Pay 2019 (from column CI) |
| DO* | 2 | Total Award (from column CX) |
| DP* | 2 | Approved CRI + Total Award (column DM + column DO) |

* The last nine columns are repeats of earlier columns. They are placed at the end of the spreadsheet to summarize the key appraisal and compensation values.

Default CRI Algorithm (Alpha1*CRI DeltaY): The spreadsheet adds up all of the current base pay rates (using top of the pay band for retained pay employees) in the pay pool and multiplies the sum by the CRI% to establish the pay pool's total CRI dollar budget. It then adds to the budget any GPI carryover. It then multiplies the total budget by the CRI Set-Aside% to establish the amount of money the pay pool manager will have for discretionary salary adjustments. The default algorithm allocates the remaining money. To execute the default algorithm, the spreadsheet adds up all of the positive CRI DeltaY values. This is the amount of money that would have to be in the remaining CRI budget to bring everyone who is currently undercompensated up to his or her CRI target pay. The spreadsheet then computes Alpha1 by dividing the remaining CRI budget by the sum of the positive CRI DeltaY's. Alpha1 is thus the proportion of each undercompensated employee's "salary deficit" that can be paid off by the default algorithm (Alpha1 is capped at 1.0). The spreadsheet then multiplies each employee's positive CRI DeltaY value by Alpha1 to compute the employee's default CRI value.

Default CA Algorithm (Alpha2*CA DeltaY): The spreadsheet adds up all of the current adjusted base pay rates (using top of the pay band for retained pay employees) in the pay pool and multiplies the sum by .9 times the CA% to establish the pay pool's CMS award budget¹. It then adds to the budget any CRI carryover. It then multiplies the total budget by the CA Set-Aside % to establish the amount of money the pay pool manager will have for discretionary awards. The default algorithm allocates the remaining money. To execute the default algorithm, the spreadsheet adds up all of the positive CA DeltaY values. This is the amount of award money that would have to

be in the remaining CA budget to bring everyone who is currently undercompensated up to his or her CA target pay. The spreadsheet then computes Alpha2 by dividing the remaining CA budget by the sum of the positive CA DeltaY's. Alpha2 is thus the proportion of each undercompensated employee's "salary deficit" that can be paid off by the default algorithm (Alpha2 is capped at 1.0). The spreadsheet then multiplies each employee's positive CA DeltaY value by Alpha2 to compute the employee's default CA value.

¹ The AcqDemo *Federal Register* announcement (p. 1477) specifies that not more than 90 percent of the pay pool's award budget can be allocated through the CMS process. The remainder is available for non-CMS awards throughout the year.

Matrix

This worksheet, part of which is shown below, rank orders employees by individual factor score and by OCS. Employees are identified by career path, last name, first name, and broadband. The sort order on scores (low to high or high to low) may be done by broadband or across all broadband. The order can be selected with the four buttons on the left (“All”, “NH”, “NJ”, and “NK”). There are links in the upper left corner to return to the Main Menu (Contents) (“Return to Main Menu”) worksheet or the Data worksheet (“Return to Data”).

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The first matrix orders all employees in all career paths based on their OCS. The second matrix orders all employees in the NH career path according to each of the 3 final numerical factor scores, and by OCS. The second and third matrices (off the screen to the right in the figure above) order all of the NJ and NK employees. The career path links in the upper left corner of the worksheet are for quick navigation among the matrices – you can also browse through the worksheet using the scroll bars at the bottom and right of the screen. The data can be printed by clicking on the printer icon on the Excel toolbar. The all career path matrix is printed on one page, and each career path matrix is printed on a separate page.

Rails Report

This worksheet provides counts and percentages of employees by rail position. The table shows rail position by career path based on **final, numerical** OCS. There is a link to the Main Menu (Contents) worksheet in the upper left corner, and the report can be printed by clicking on the printer icon in the Excel toolbar.

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Below the rails report there are some parameters and computations relating to the current year and next year's SPL and rails. These values are used internally by the workbook and are not intended for pay pool use.

Delta Statistics

This worksheet displays Delta OCS averages and standard deviations. Delta OCS is the difference between an employee's actual OCS and expected OCS, as computed from current salary and the formula for the SPL. Standard deviation is a statistical measure of the range, or dispersion of Delta OCS values.

[Return to Main Menu](#)

[View Delta OCS Distribution](#)

Delta Plot Grouping

☒ Supervisor
☐ Office Symbol
☐ Wildcard Col #

1

Refresh

Show All

Hide with only one employee

Summary Statistics of Delta OCS Score

| | Average Delta OCS Score | Standard Deviation |
|---------|-------------------------|--------------------|
| Overall | 3.53 | 10.56 |
| NH | 3.88 | 10.58 |
| NJ | -4.00 | 11.73 |
| NK | 7.75 | 7.30 |

| | | | Total |
|-----------------|--------|-------|-------|
| NH | | | |
| Chris Babbitt | 5.50 | 7.78 | 2 |
| Dan Curtiss | 1.50 | 2.12 | 2 |
| Eileen Daniels | 7.33 | 9.50 | 3 |
| Francis Evans | 11.00 | N/A | 1 |
| George Fites | 16.00 | 18.52 | 3 |
| Helen Gonzalez | 3.00 | 9.85 | 3 |
| Ike Hansen | 1.00 | 3.46 | 3 |
| John Iverson | 9.00 | 0.00 | 2 |
| Peter Olson | 4.40 | 8.26 | 5 |
| Richard Quarles | 3.00 | 13.75 | 3 |
| Tammy Stewart | 0.00 | 1.41 | 2 |
| Trish Flynn | -29.00 | N/A | 1 |
| Vincent Udell | 0.33 | 0.58 | 3 |
| NJ | | | |
| Eileen Daniels | 13.00 | N/A | 1 |
| John Iverson | 3.00 | N/A | 1 |
| Nancy Michelson | -18.00 | N/A | 1 |
| Tammy Stewart | -5.00 | N/A | 1 |
| Zane Yatey | -8.50 | 10.61 | 2 |
| NK | | | |
| Eileen Daniels | 18.00 | N/A | 1 |
| Helen Gonzalez | -1.00 | N/A | 1 |

Contents

Parameters

Data

Matrix

Rails and RoR

Delta Stats

Delta Plot

Cur OCS

New OCS

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The top of the worksheet shows statistics by career path and overall. The middle of the worksheet shows statistics for groups of employees within each career path. The bottom shows statistics for the overall pay pool.

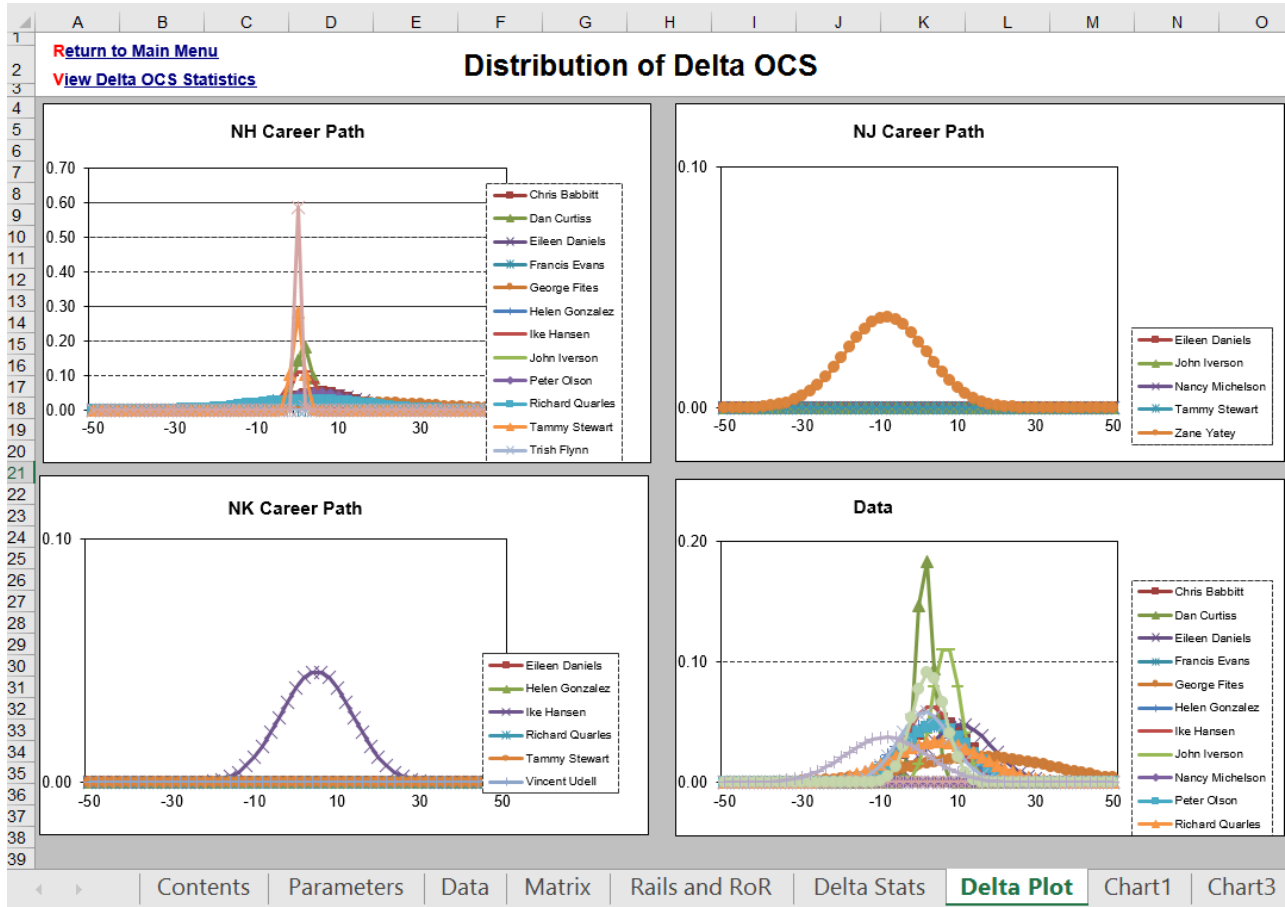
The groups can be defined by either first level supervisor (column Z on the main data sheet), Office Symbol (column G on the Data tab), or any other grouping scheme entered into any of the Wildcard columns on the main data sheet. The “Delta Plot Grouping” box at the top of this worksheet contains radio buttons that allows you to switch groupings between first level supervisor, office symbol, and any Wildcard column that contains data. Note that the example shown above uses broadband level to define the groups. To make this happen, the data from column L (Broadband Level) on the main data worksheet was first copied into Wildcard #1, and then the Wildcard #1 radio button was selected in the Delta Plot Grouping box at the top of this worksheet. If you change the groupings in Wildcard #1, be sure to click the “Refresh” button in the Delta Plot Grouping box to re-compute the statistics.

Since standard deviations cannot be computed for distributions with only one data point, groups with only one employee show N/A for standard deviation. If you wish to filter out these cases, click on the button labeled “Hide with only 1 employee” at the top of the worksheet. To restore the display of these groups, click on the “Show all” button.

The worksheet can be printed by clicking on the printer icon on the Excel tool bar. The upper left corner of the worksheet contains links back to the Main Menu (Contents), (“Return to Main Menu”) worksheet, and to the Delta OCS distribution plots (“View Delta OCS Distribution”) described in the next section.

Delta Plots

This worksheet, shown below, displays the data from the previous tab in graphical form. The top left corner of the sheet contains links back to the Main Menu (Contents), (“Return to Main Menu”) and the Delta OCS Statistics (“View Delta OCS Statistics”) worksheets.

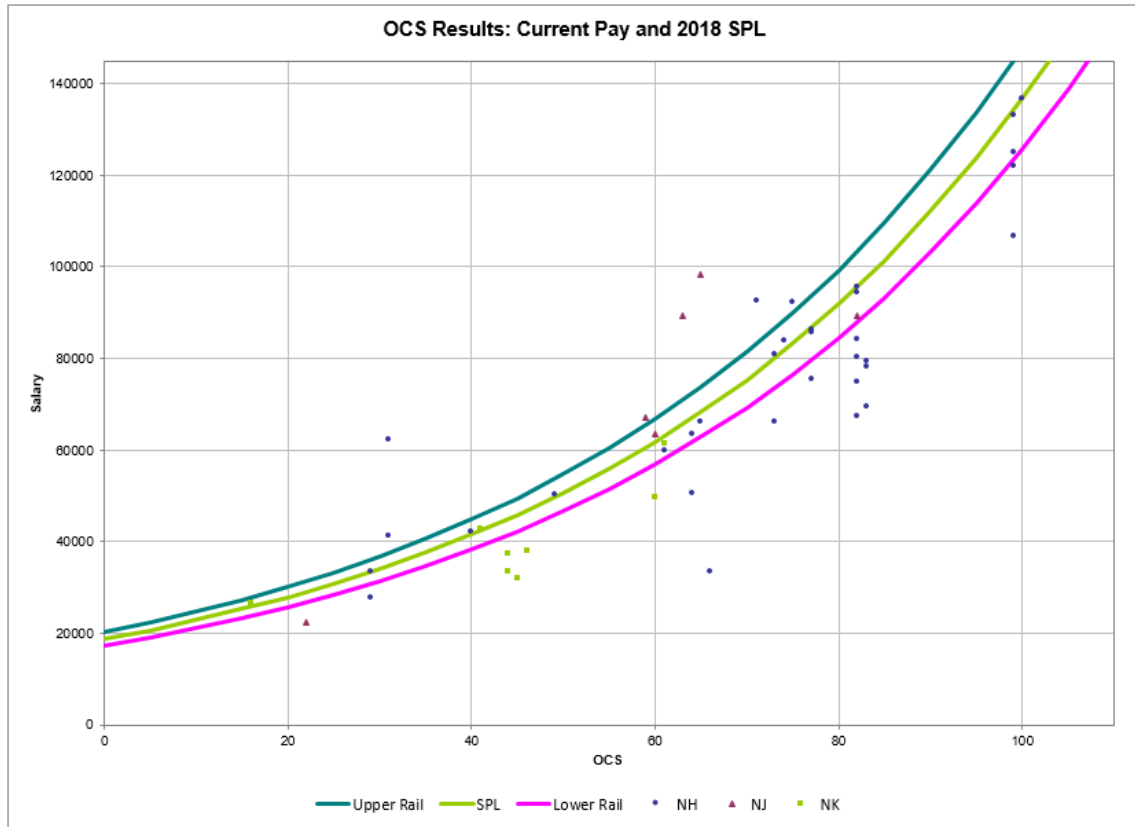


Each career path is shown on a separate graph, and each group in a career path is labeled with a different color/style of line. The plots are standard, normal, bell-shaped curves reflecting the mean and standard deviation values from the previous worksheet. The “peak” of each curve occurs at the average Delta OCS value for that group, and the width of the curve reflects the group’s standard deviation. The height of the curves has no meaning – it varies to keep the area under all curves the same.

These graphs serve only one purpose – to help pay pool managers spot unusual scoring behavior by their subordinate supervisors. The colors and line styles are difficult to differentiate on the computer screen; however, you can place the arrow pointer on a section of a curve and the name of the group will appear in a text box.

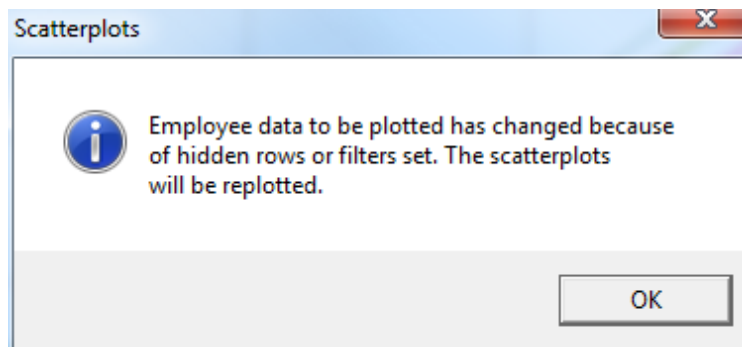
The worksheet can be printed by clicking on the printer icon on the Excel tool bar.

Current OCS Scatter Plot



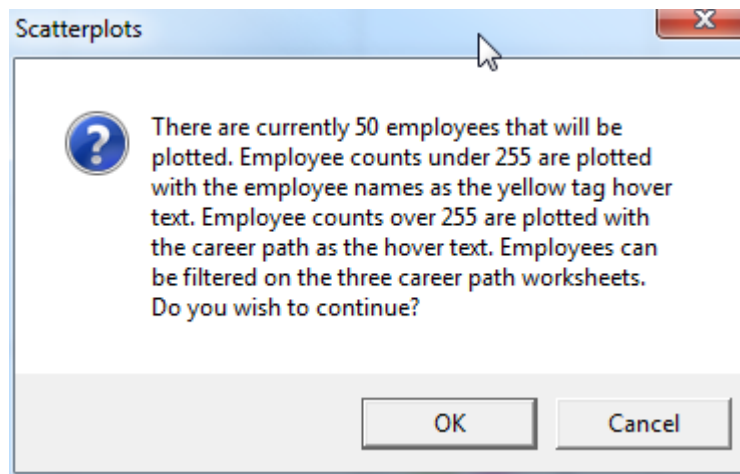
Scatter plots of OCS vs. pay, displayed on top of the SPL and rails, have proven to be excellent tools for visualizing the overall outcome of the appraisal and pay setting process. The workbook contains two such plots, the first of which is OCS vs. current (unadjusted) pay on top of the CY2018 SPL and rails (example above). The second is the OCS vs. new pay scatterplot.

This plot shows, for each career path, how employee pay and contribution during 2018 compared to the SPL and rails for that year. You can filter employees as well as hide rows on the Data tab. This will preclude those employees from appearing on both scatterplots. If you have set a filter or hidden rows the following message box will appear.

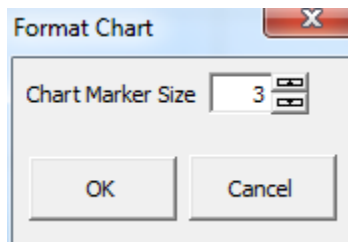


After you click OK both scatterplots will be replotted with only those employees visible on the Data tab. A replot can also be accomplished by click the Replot button on the custom toolbar.

On the worksheet you can identify the specific values associated with a dot on the graph by placing the mouse pointer on the dot. The values will appear in a yellow pop-up text box. These values differ depending on how many employees are charted. If there are 255 employees or more, the career path, along with the salary and OCS, of the employee appears in the text box. If there are less than 255, the name of the employee, along with salary and OCS, are visible. This is a result of a limitation in Excel. Employees can be filtered on the Data sheet to bring the employee counts below 255 and then return to one of the scatterplot tabs and click the *Replot* button. A message appears like the one below.



You can adjust the size of the symbols on the plot by clicking on the custom toolbar icon labeled "Format". This will give you a pop-up like the one shown below in which you can increase or decrease the default font size of the markers.

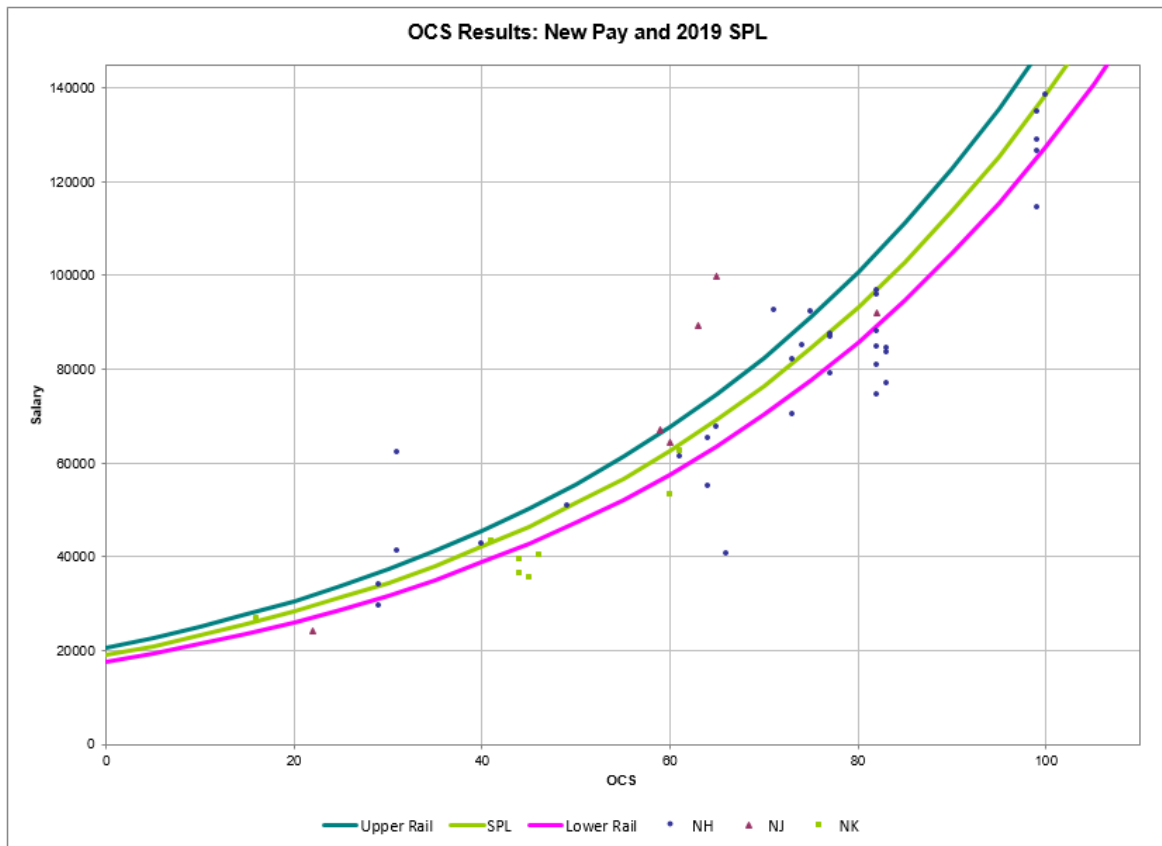


The plot may be printed by clicking on the printer icon on the Excel tool bar.

New OCS Scatter Plot

This worksheet is identical to the previous one, except that OCS is plotted with new (adjusted) base pay against the 2019 SPL and rails. This plot provides an estimate of what the contribution vs. pay relationship in the pay pool might look like next year if each employee contributes at the same level they did in 2018. Comparing this plot with the current OCS/pay scatter plot shows the effect of the pay adjustments – hopefully, movement of employees toward the appropriately compensated zone (between the rails).

You can also use the Data tab to select the set of employees you want displayed on this plot, and you can adjust the marker size using the “Format” icon on the custom toolbar.



Summary

This worksheet is a compilation of seventeen key columns from the data sheet. The layout is suitable for printing all columns in landscape format. Select ***Fit All Columns on One Page*** in the print options if it needs to be adjusted slightly for your printer.

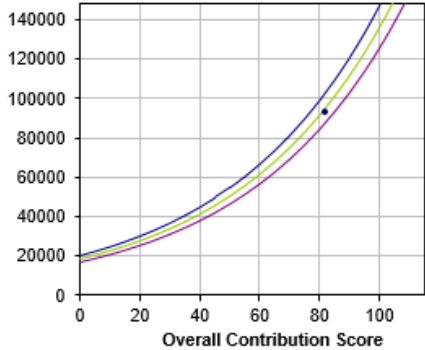
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|----|--|------------|------------|-------------|-----------------|------------|---------------|-----------------|--------------------|------------------|----------|----------|---------|-----------------|-------------------|---------------------------|-------------|---------------------|
| 1 | <div>Reset Columns</div> <div>To change column data click the title and make a selection from picklist on each column title.</div> | | | | | | | | | | | | | | | | | |
| 2 | Last Name | First Name | CAS2Net ID | Career Path | Broadband Level | Occ Series | Locality Rate | CY2016 Base Pay | 1st Level Sup Name | Rating of Record | 2018 OCS | Data OCS | GS | Approved CRI \$ | New Base Pay 2019 | Final Base Pay + Locality | Total Award | CY2016 Expected OCS |
| 3 | | | | | | | | | | | | | | | | | | |
| 4 | Burns | Barry | 1843 | NH | 2 | 1515 | 30.57% | \$50,568 | Helen Gonzalez | 3 | 64 | 14 | \$708 | \$3,748 | \$55,024 | \$72,015 | \$1,408 | 53 |
| 5 | Michelson | Nancy | 1472 | NH | 4 | 0830 | 30.57% | \$106,788 | Francis Evans | 5 | 99 | 11 | \$1,496 | \$6,241 | \$114,525 | \$149,890 | \$2,463 | 90 |
| 6 | Harris | Henry | 26 | NH | 2 | 0830 | 30.57% | \$66,309 | Tammy Stewart | 3 | 65 | 1 | \$929 | \$441 | \$67,679 | \$88,578 | \$479 | 64 |
| 7 | Tarman | Timothy | 37 | NJ | 3 | 0340 | 30.57% | \$67,098 | Tammy Stewart | 3 | 59 | -5 | \$0 | \$0 | \$67,098 | \$87,818 | \$0 | 63 |
| 8 | Arndt | Aaron | 43 | NK | 2 | 0322 | 30.57% | \$42,854 | Helen Gonzalez | 3 | 41 | -1 | \$600 | \$0 | \$43,454 | \$56,873 | \$189 | 42 |
| 9 | Curtiss | Dan | 4 | NK | 3 | 0318 | 30.57% | \$61,355 | Ike Hansen | 3 | 61 | 1 | \$859 | \$383 | \$62,597 | \$81,927 | \$436 | 60 |
| 10 | Hansen | Ike | 18 | NJ | 4 | 0802 | 30.57% | \$128,700 | Nancy Michelson | 3 | 65 | -18 | \$1,776 | \$0 | \$130,476 | \$130,476 | \$0 | 83 |
| 11 | Martinez | Mary | 31 | NH | 3 | 0830 | 30.57% | \$86,340 | Vincent Udell | 77 | 77 | - | \$1,209 | \$0 | \$87,549 | \$114,584 | \$0 | 77 |
| 12 | Artis | Amy | 19 | NH | 2 | 0318 | 15.37% | \$62,237 | Trish Flynn | 1 | 31 | -29 | \$0 | \$0 | \$62,237 | \$71,896 | \$0 | 60 |
| 13 | Sorenson | Sarah | 36 | NH | 3 | 1515 | 15.37% | \$75,392 | Eileen Daniels | 3 | 77 | 7 | \$1,056 | \$2,568 | \$79,016 | \$91,279 | \$1,177 | 72 |
| 14 | Irnski | Ivan | 27 | NK | 3 | 0085 | 30.57% | \$49,745 | Tammy Stewart | 3 | 60 | 11 | \$697 | \$2,765 | \$53,207 | \$69,637 | \$1,103 | 52 |
| 15 | Zurbruggen | Zack | 42 | NH | 2 | 0346 | 30.57% | \$60,015 | George Fites | 3 | 61 | 2 | \$841 | \$691 | \$61,547 | \$80,553 | \$523 | 59 |
| 16 | Udell | Vincent | 13 | NH | 3 | 0850 | 15.37% | \$80,257 | John Iverson | 3 | 82 | 9 | \$1,124 | \$3,525 | \$84,906 | \$98,083 | \$1,494 | 75 |
| 17 | Yaley | Zane | 14 | NJ | 4 | 0802 | 30.57% | \$89,370 | John Iverson | 5 | 82 | 3 | \$1,252 | \$1,432 | \$92,054 | \$120,480 | \$902 | 79 |
| 18 | Babbitt | Chris | 15 | NH | 3 | 0803 | 30.57% | \$92,387 | Helen Gonzalez | 3 | 75 | -5 | \$0 | \$0 | \$92,387 | \$120,916 | \$0 | 80 |
| 19 | Celon | Connie | 21 | NH | 3 | 0334 | 30.57% | \$75,000 | Peter Olson | 3 | 82 | 12 | \$1,050 | \$4,732 | \$80,782 | \$105,727 | \$1,836 | 73 |
| 20 | Freeman | Francis | 2 | NK | 2 | 0318 | 30.57% | \$33,364 | Ike Hansen | 3 | 44 | 15 | \$468 | \$2,666 | \$36,498 | \$47,769 | \$988 | 33 |
| 21 | Evans | Francis | 5 | NH | 4 | 0830 | 30.57% | \$122,065 | Ike Hansen | 5 | 99 | 5 | \$1,709 | \$2,734 | \$126,508 | \$185,574 | \$1,470 | 95 |
| 22 | Gonzalez | Helen | 6 | NH | 4 | 0340 | 30.57% | \$125,108 | Dan Curtiss | 5 | 99 | 3 | \$1,752 | \$2,035 | \$128,895 | \$166,500 | \$1,272 | 96 |
| 23 | Iverson | John | 7 | NH | 4 | 0830 | 30.57% | \$133,009 | Dan Curtiss | 5 | 99 | - | \$1,863 | \$221 | \$135,093 | \$166,500 | \$759 | 99 |
| 24 | Quarles | Richard | 11 | NH | 3 | 0830 | 30.57% | \$95,482 | Helen Gonzalez | 3 | 82 | - | \$1,337 | \$29 | \$96,848 | \$126,755 | \$505 | 82 |
| 25 | Stewart | Tammy | 12 | NH | 3 | 0830 | 30.57% | \$66,270 | John Iverson | 3 | 73 | 9 | \$926 | \$3,146 | \$70,344 | \$92,066 | \$1,306 | 66 |
| 26 | Donaldson | Dennis | 22 | NK | 2 | 0318 | 30.57% | \$37,999 | Richard Quarles | 1 | 46 | 10 | \$532 | \$2,020 | \$40,551 | \$53,073 | \$815 | 38 |
| 27 | Evans | Erin | 23 | NH | 3 | 0830 | 30.57% | \$67,290 | Richard Quarles | 3 | 82 | 18 | \$943 | \$6,502 | \$74,735 | \$97,813 | \$2,337 | 69 |
| 28 | Farnsworth | Fred | 24 | NH | 1 | 0830 | 15.37% | \$41,000 | Richard Quarles | 1 | 29 | - | \$297 | \$0 | \$41,297 | \$41,297 | \$158 | 29 |
| 29 | Grimes | Garth | 25 | NH | 2 | 0850 | 30.57% | \$41,172 | Richard Quarles | 1 | 31 | -9 | \$0 | \$0 | \$41,172 | \$53,886 | \$0 | 39 |
| 30 | | | | | | | | | | | | | | | | | | |

The column definitions on the Summary tab are customizable. Clicking the header cell in row 2 in columns D through R pops up a list of available columns from the Data sheet. Select the column desired and data from that column on the Data sheet will populate the selected column on the Summary sheet.

Part I of the Appraisal Form

A sample of Part I is shown below. The format and content of this page is standard for all employees.

Part I: CCAS Salary Appraisal Form

| Name: Vincent Udell CAS2Net ID: 13 Organization: BadReplace Career Path: NH | Series: 0850 Broadband Level: III Retained Pay: No Presumptive: None | Appraisal Period: From: 1-Oct-17 To: 30-Sep-18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|--------------------------|-----------------------------|-----------|--|------|----------------------------|-----------------------|-----------------------------------|-------------------|------------------------------|-----------------------------|------------|-------------------------------|----------|--------------------|-----------------------------|-------|-----------------|--------------------|---|--|---|--|--|--|------------------------------|---|--|--|--|
| Approved By: Bob Arnold, Pay Pool Manager Effective Date of Appraisal: January 1, 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ Helena Gonzalez | | _____ Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ Supervisor Print / Sign | | _____ Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ Employee Print / Sign | | _____ Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">2018 Appraisal Detail</th> <th style="text-align: center;">Factor</th> <th style="text-align: center;">Cat Score</th> <th style="text-align: center;">Num Score</th> <th style="text-align: center;">PAQL</th> </tr> </thead> <tbody> <tr> <td>Overall Contribution Score</td> <td style="text-align: center;">82</td> <td>Job Achievement and/or Innovation</td> <td style="text-align: center;">82</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Expected Contribution Score</td> <td style="text-align: center;">81</td> <td>Communication and/or Teamwork</td> <td style="text-align: center;">82</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Expected Contribution Range</td> <td style="text-align: center;">77-84</td> <td>Mission Support</td> <td style="text-align: center;">82</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Delta OCS</td> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Performance Rating of Record</td> <td style="text-align: center;">3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | 2018 Appraisal Detail | Factor | Cat Score | Num Score | PAQL | Overall Contribution Score | 82 | Job Achievement and/or Innovation | 82 | 3 | Expected Contribution Score | 81 | Communication and/or Teamwork | 82 | 3 | Expected Contribution Range | 77-84 | Mission Support | 82 | 3 | Delta OCS | 1 | | | | Performance Rating of Record | 3 | | | |
| 2018 Appraisal Detail | Factor | Cat Score | Num Score | PAQL | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Overall Contribution Score | 82 | Job Achievement and/or Innovation | 82 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expected Contribution Score | 81 | Communication and/or Teamwork | 82 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expected Contribution Range | 77-84 | Mission Support | 82 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delta OCS | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Performance Rating of Record | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compensation Detail <table style="width: 100%;"> <tr> <td style="width: 30%;">\$93,000</td> <td style="width: 30%;">Current Rate of Base Pay</td> <td style="width: 40%;"></td> </tr> <tr> <td>+ \$ -</td> <td>General Pay Increase</td> <td>0.0%</td> </tr> <tr> <td>+ \$ 2,141</td> <td>CRI (Salary Increase)</td> <td>2.30%</td> </tr> <tr> <td>= \$95,141</td> <td>New Rate of Basic Pay</td> <td></td> </tr> <tr> <td>+ \$29,085</td> <td>Locality Pay</td> <td>@ 30.57%</td> </tr> <tr> <td>= \$124,226</td> <td>New Total Salary</td> <td></td> </tr> <tr> <td>\$ 1,395</td> <td>Contribution Award</td> <td></td> </tr> </table> | | \$93,000 | Current Rate of Base Pay | | + \$ - | General Pay Increase | 0.0% | + \$ 2,141 | CRI (Salary Increase) | 2.30% | = \$95,141 | New Rate of Basic Pay | | + \$29,085 | Locality Pay | @ 30.57% | = \$124,226 | New Total Salary | | \$ 1,395 | Contribution Award | | Employee Compensation Region Chart Approved Compensation Region C2 The graph plots the employee's current base salary versus the final OCS relative to the rails and standard pay line (SPL); relating contribution to compensation. The top and bottom lines are the Upper and Lower Rails, respectively. The middle line is the SPL. Region A is above the Upper Rail. Region B is below the Lower Rail. Region C is on or within the rails. Compensation regions determine the availability of salary increases and awards. The point on the graph below is the employee's appraisal result. | | | | | | | | | |
| \$93,000 | Current Rate of Base Pay | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| + \$ - | General Pay Increase | 0.0% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| + \$ 2,141 | CRI (Salary Increase) | 2.30% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| = \$95,141 | New Rate of Basic Pay | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| + \$29,085 | Locality Pay | @ 30.57% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| = \$124,226 | New Total Salary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$ 1,395 | Contribution Award | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018 Expected Contribution Level <table style="width: 100%;"> <tr> <td style="width: 60%;">Expected Overall Contribution Score</td> <td style="width: 40%; text-align: center;">82</td> </tr> <tr> <td>Expected Contribution Range</td> <td style="text-align: center;">78-85</td> </tr> </table> | | Expected Overall Contribution Score | 82 | Expected Contribution Range | 78-85 |  <p style="text-align: center;">Overall Contribution Score</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expected Overall Contribution Score | 82 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expected Contribution Range | 78-85 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <small> Privacy Act Statement (552a of 5 U.S.C.) 1. AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999. 2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CCAS assessment. 3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures. 4. DISCLOSURE: The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis. </small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Procedure for Using the Workbook

Step 1: Workbook Download – Each Pay Pool Administrator will download the workbook (*CMS 2018 v2.0.xls*) from the Pay Pool Notices section of CAS2Net at <https://acqdemoii.army.mil/> -- this should occur sometime in October. By this time all AcqDemo employees should have completed their self-assessments and all supervisors should have completed Part II of the Appraisal Form containing category scores on each of the six factors, along with supporting narrative comments, for each employee.

Step 2: Appraisal Score Entry – By early to mid-November the pay pools should be ready to conduct their pay pool meetings, during which numerical appraisal scores are assigned to each employee on each factor. The Pay Pool Administrator in each pay pool will use the workbook to record the scores and generate reports. The pay pools will have two options on how to use the workbook to support their pay pool meetings. One option will be to download the entire pay pool file from CAS2Net and import it into the workbook. CAS2Net will automatically name the file *ppXXXX_to_CMS.csv*, where XXX is the pay pool number. That workbook can then be used sequentially by all of the pay pool meetings in the pay pool to record preliminary and final assessment scores. The records in the workbook can be filtered to display only the employees being discussed at each meeting. Or, the pay pool meetings could record their scores on paper or some other media, and then the Pay Pool Administrator could enter all of the scores into the workbook outside of the meetings. The second option will allow the pay pools to download from CAS2Net separate files for each of their pay pool meetings (automatically named *ppXXXX_to_CMS_Name.csv*, where *Name* identifies the managers meeting). Each file would then be imported into the sub-panel workbook. The workbooks would then be distributed to the pay pool meetings for use in recording preliminary and numeric assessment scores. The pay pools will be

How to make a “Round Trip”

Throughout the CMS process you will be making round trips between the spreadsheet and CAS2Net to keep the data in the two applications in sync. Here are the steps in a round trip:

1. Click the “Export” button on the custom toolbar in the spreadsheet to automatically create an export file named **ppXXXX_to_Master.csv**. The spreadsheet will ask you where to save the file. You should set up a folder for these files on your computer and always save them to that folder -- that way you will automatically replace old files with the latest information.
2. Log on to CAS2Net, go to Offline Interface, and click on “Upload Employee Data”. Use the “Browse” button to locate the file you just exported from the spreadsheet. Then click “Upload File”
3. CAS2Net should then give you a list of all the employees in your pay pool and an indication that the upload was successful for each. If you get errors, contact SRA immediately. **Do not ignore the error messages.**
4. You can now modify personnel data on your employees in CAS2Net Data Maintenance, and add or delete employees.
5. When you are finished with data maintenance, go to Offline Interface in CAS2Net and click “Download Employee Data”. Follow the instructions on your screen for selecting the file you want to download. When prompted, locate the folder on your computer where you store all of the upload and download files.
6. CAS2Net will then create a file called **ppXXXX_to_CMS.csv** and save it on your computer. Have it replace the previous file with the same name.
7. Finally, open the spreadsheet and click the “Import” button on the custom toolbar. When prompted, select the file you just downloaded from CAS2Net and the spreadsheet will import it, replacing all of the information already in the spreadsheet with the updated information from CAS2Net.

Make round trips often to be sure your data is consistent between CAS2Net and the spreadsheet. Remember, always start the round trip with an export from the spreadsheet!

able to enter both category and numerical scores, or just numerical scores. If both scores are entered, the spreadsheet will check the consistency between them. The reports will include distributions by zone for each career path, ordered lists of employees by career path and factor, Delta OCS statistics and distributions by career path and supervisor, and scatter plots of OCS vs. basic pay.

Step 3: Score Normalization – By the end of November all of the meetings should have been conducted and all scores entered into a workbook. At this point the pay pool manager can use the workbook to compare score distributions across his or her subordinate organizations to look for anomalies and scoring scale differences. If the pay pool chose the second option above for capturing scores (i.e., each managers meeting used a separate workbook), the Pay Pool Administrator will have to consolidate scores before turning the spreadsheet over to the pay pool manager. This will be accomplished by exporting a file from each of the sub-panel workbooks (automatically named *ppXXXX to Master Name.csv*), uploading the files to CAS2Net, downloading a single pay pool file from CAS2Net, and importing it into the workbook. The pay pool manager will be able to change scores directly in the workbook without having to cycle back through another spreadsheet. At this point the pay pool manager will be able to run preliminary pay adjustment scenarios with the workbook, even though the official FY14 “G” value and associated GS pay and locality tables may not yet be known. The workbook will come loaded with a best estimate of GPI percent, and the pay pool manager will be able to set the following parameters:

- CRI percent, CRI target, CRI set-aside percent, minimum CRI dollar amount, minimum CRI to carryover award amount
- CA percent, CA target, CA set-aside percent, minimum CA dollar amount
- Carry capped CRI over to CA? (yes/no for each employee)

Within the limits of their budgets, pay pool managers will also be able to assign discretionary GPI, CRI, and CA to eligible employees. Note that even if you specify zero discretionary CRI and/or CA set-asides on the parameter worksheet, you might still have small positive discretionary CRI and CA balances due to the truncation of cents when computing CRI and CA amounts. The balances could be even larger if you set CRI, CRI carryover and/or CA dollar minimums because any CRI or CA amounts truncated to zero because they fall below the minimums will be added to the appropriate discretionary balance.

Step 4: Data Maintenance During the Cycle – Throughout the appraisal and pay adjustment cycle, all additions, deletions, and modifications to **personnel** data must be accomplished in CAS2Net. CAS2Net is accessed via the internet/NIPERNet using a standard browser. All columns in the workbook except data entry columns (e.g., appraisal scores, discretionary CRI), and a few “wildcard” columns, are locked. This means that every time a record is added, deleted, or modified in CAS2Net, a new data file must be downloaded and imported into the workbook. *To preserve work already accomplished in the workbook, the user must first export a file from the workbook and upload it to CAS2Net before changing any information in the file.* That way, when the modified data file is downloaded from CAS2Net and imported back into the workbook, the pay pool can proceed from where it left off without having to manually re-enter any data. Only values entered in the wildcard columns will be preserved, formulas entered in this column will not

be preserved through subsequent export-upload-download-import cycles *unless the formula is also entered in the yellow cell immediately below the wide gray line after the last person's record.*² Included in the data maintenance responsibilities during this period will be recording in CAS2Net any gains, losses, and promotions (temporary or permanent) called "Post-Cycle" data.

WARNING!!
Once you have exported a file back to CAS2Net for personnel data correction, DO NOT CHANGE ANY DATA IN THE SPREADSHEET!! If you do, you will lose the changes when you import the corrected file back into the spreadsheet.

Step 5: Data Verification – Periodically during the cycle the AcqDemo Program Management Office (PMO) will monitor the information in the pay pool files and compare it with Modern Defense Civilian Personnel Data System (DCPDS) extracts to identify omissions and errors. SRA will provide users with error reports through Pay Pool Notices.

Step 6: Final “GPI” Setting – Once the President signs the Executive Order officially setting GPI for CY2019, RGG/GDIT will update the information in CAS2Net. This can happen any time from mid-November through late December, depending on congressional and presidential actions. All pay pools will be notified when this has occurred and will be instructed to make a “round trip” between the CMS workbook and CAS2Net. This will automatically update GPI, the maximum CY2019 salaries for each broadband and career path, the base parameter for the SPL and rails equations, and the new locality pay rates for all AcqDemo locations. These updates will not disturb any of the other parameter settings in the workbook, so the pay pool manager’s preliminary pay scenario will remain intact.

Step 7: Final Compensation Setting – After the GPI update, the pay pool manager can finalize the pay adjustments and awards for his or her pay pool. This should be a fairly simple and straightforward process since none of the preliminary adjustments are lost when GPI is updated. Some “fine-tuning” may be required due to small changes in dollar values and pots of money that are affected by GPI.

Step 8: Data Upload – Once GPI has been set, the PMO will set a deadline for pay pool managers to finalize all appraisals and pay adjustments. At that point, the Pay Pool Administrator will export a final file from the workbook and upload it to CAS2Net. RGG/GDIT will then perform data validity and consistency checks on all of the files and will provide users with error reports, if necessary.

Step 9: Generate Part I – Once the pay pools have corrected any problems encountered in the final data upload, the workbook will be used to generate Part I of the Appraisal Form for each

² The formula is only saved if you import back into the same spreadsheet you used to do the export.

employee. This should take place in early January so feedback can be provided to employees before their new pay rates and awards take effect.

Step 10: DCPDS Upload – Once all pay pools have uploaded their final results and all errors have been corrected, RGG/GDIT will generate the Personnel Transaction Indicator (PTI) files necessary to update each employee's master personnel and finance record. These files will be provided to the appropriate service points of contact for entry into DCPDS.

Step 11: Results Analyses – RGG/GDIT will then use the files for all analyses and statistical summaries of the 2018 cycle results.